
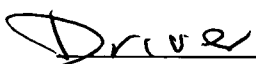
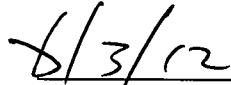


	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency:		
Maryland Port Administration		
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL Pg. 1 of 9

Box #:	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
14	Employee records			Prior to 1998			
29	Miscellaneous files			Prior to 1998			
24	Cancelled checks			Prior to 1998			
7	Time cards			1997			
16	Bank reconciliation			FY 94 – FY 95			
12	Cancelled checks			Prior to 1998			
125	Time reports			4/23/97 - 6/17/97			
100	Sign-in sheets			12/18/96 – 7/15/97			
102	Time reports			8/13/97 – 9/23/97 AND 2/12/97 – 2/25/97			
105	Time reports			2/26/97 – 4/22/97			
101	PR010 – PR 100			7/30/97 – 10/7/97			

I hereby certify that the records listed above were disposed of as indicated.

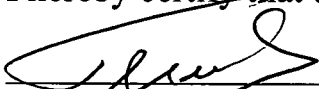
 Signature DGS 550-2 (rev. 1/93)	 Title	 Date
<p><i>I give permission for disposal - Lena Jee 8/3/12</i></p> <p><i>Alishia Jackson</i> <i>Office Clerk 1</i> <i>8/3/12</i></p>		

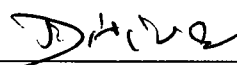
	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency:		
Maryland Port Administration		
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

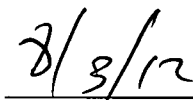
CERTIFICATE OF RECORDS DISPOSAL PG 2 OF 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
17	Comptroller-general files			Prior to 1998			
104	PR010 – PR100			5/19/99 – 8/10/99			
120	Time sheets			8/29/96 – 12/3/96			
106	PR010 – PR100			6/3/98 – 8/11/98			
107	Time reports			9/11/96 – 9/25/96			
108	PR010 – PR100			12/3/97 - 3/10/98			
110	Time reports			4/1/98 – 8/25/98			
111	Sign-in sheets			3/98 – 11/98			
103	PR010 – PR100			10/8/97 – 12/30/97			
112	Time reports			5/6/98 – 6/30/98			

I hereby certify that the records listed above were disposed of as indicated.


Signature


Title


Date

DGS 550-2 (rev. 1/93)

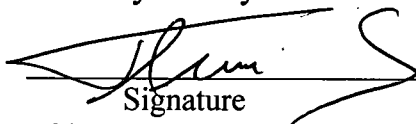

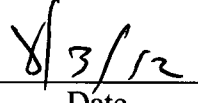
I give permission for disposal - Lena Gue 8/3/12
Alisha Jackson Office Clerk 1 8/3/12.

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294
Reporting Agency:		Prepare in Duplicate
Maryland Port Administration		Retain one (1) copy and forward original to address on left.
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL PG 3 OF 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
114	Payroll journal & check register			1/28/98 – 7/28/98			
115	Payroll journal & check register			8/12/98 – 12/15/98			
116	Payroll misc. files			Prior to 1998			
117	Time cards			12/98 – 12/99			
118	Bank reconciliations			Prior to 1998			
119	Check logs Miscellaneous files			1994 – 1995 1994 - 1996			
121	Payroll journal & check register			8/27/97 – 1/27/98			
122	Sign-in sheets			11/98 – 9/99			
123	Time reports			1/14/98 – 3/10/98			
124	PR010 – PR100			3/11/98 – 6/2/98			
135	Payroll files			FY 97			
126	General ledgers/chart of accounts			1994 – 1995			

I hereby certify that the records listed above were disposed of as indicated.

Signature Title Date

DGS 550-2 (rev. 1/93)

I give you permission for disposal - Dena Giv 8/3/12

Alisha Jackson

Office Clerk I

8/3/12

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294
Reporting Agency:		Prepare in Duplicate
Maryland Port Administration		Retain one (1) copy and forward original to address on left.
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

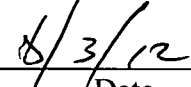
CERTIFICATE OF RECORDS DISPOSAL PG 4 OF 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
127	PR010 – PR100			2/24/98			
128	Payroll misc files			FY 96			
129	PR010 – PR100			8/25/99 – 11/2/99			
130	Time reports			11/19/97 – 1/13/98			
131	Time reports			3/11/98 – 5/5/98			
132	Payroll deduction journal			8/26/98 – 1/12/99			
133	General ledgers			1995			
134	PR010 – PR100			9/9/98 – 11/17/98			
15	Bank reconciliations			FY 93- FY 94			
30	Miscellaneous files			FY 93			
139	Time cards			FY 98			

I hereby certify that the records listed above were disposed of as indicated.


Signature


Title


Date

DGS 550-2 (rev. 1/93)

I give permission for disposal - Lena Giv 8/3/12

Alisha Jackson

Office Clerk I

8/3/12


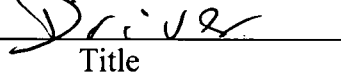
	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294 Prepare in Duplicate
Reporting Agency:		Retain one (1) copy and forward original to address on left.
Maryland Port Administration		
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL *PG. 5 of 9*

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
11	Cancelled checks			Prior to 1998			
136	Time reports			9/24/97 – 11/18/97			
132	Payroll deduction journals			12/31/97 – 8/25/98			
138	Payroll deduction journals			9/20/00 – 7/10/01			
140	Time cards			4/17/02 – 8/9/02			
5	Time sheets			10/3/01 – 12/25/01			
1	Time sheets			9/22/99 – 12/14/99			
2	Time sheets			3/24/99 – 6/29/99			
3	Time sheets			6/30/99 – 9/21/99			
4	Time sheets			9/22/99 – 12/14/99			
6	Time sheets			3/8/00 – 5/30/00			
7	Time sheets			5/31/00 – 8/22/00			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. *Dena Grev 8/3/12*

I hereby certify that the records listed above were disposed of as indicated.

Signature

Title

8/3/12
Date

DGS 550-2 (rev. 1/93)

Alisha Jackson

Office Clerk 1

8/3/12


	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294
Reporting Agency:		Prepare in Duplicate
Maryland Port Administration		Retain one (1) copy and forward original to address on left.
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL Pg. 6 OF 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
8	Time sheets			8/23/00 – 9/19/00			
141	Time cards			8/7/02 – 11/12/02			
142	Misc payroll reports			Apr, 2003 – Nov, 2003			
143	PR deduction journals			10/16/02 – 9/2/03			
144	PR misc reports			Mar, 2002 – Apr, 2003			
145	Bank reconciliations			FY 99			
5	BGE bills			FY 04			
7	Terminal customers			Prior to FY 04			
148	Year-end closeout			FY 00			
1	Billing batches			Jul – Sept '04			
146	Year-end closeout			FY 98			
147	Year-end closeout			FY 97			
2	Billing batches			Oct – Dec '04			
3	Billing batches			Jan – Mar '04			
10	Income rec'd in advance, income allocations, misc.			FY 99			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. Lena Gue 8/3/12

I hereby certify that the records listed above were disposed of as indicated.

 Driver
Signature Title

DGS 550-2 (rev. 1/93)

8/3/12
Date

Alisha Jackson

Office Clerk I

8/3/12

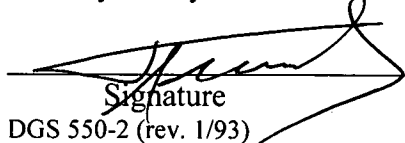
	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294
Reporting Agency:		Prepare in Duplicate
Maryland Port Administration		Retain one (1) copy and forward original to address on left.
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL Pg 7 of 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
14	Terminal customers			Letters CR - F			
4	Billing batches			Apr - June '04			
150	Allowance for doubtful Recs			1997 - 1999 '93 - '98			
149	Year-end closeout			FY 01			
12	Memos			FY 04			
20	Cruise parking			3/25/02 - 9/29/02			
21	Cruise parking			9/30/02 - 11/22/02			
154	BGE			FY 05			
155	Batch invoices			Jan '05-Mar '05			
157	Cash receipts			9/26/03 - 11/6/03			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. Lena Glee 8/3/12

I hereby certify that the records listed above were disposed of as indicated.


Signature

DGS 550-2 (rev. 1/93)

Alisha Jackson

Driver
Title

Office Clerk I

8/3/12
Date

8/3/12

	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294 Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency:		
Maryland Port Administration		
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL Pg. 8 of 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
159	Income allocation, income rec'd in advance, demurrage, refunds			FY05			
160	Expense reports			PCA 197 - 611 FY 04			
161	Billing batches			July '04 - Sept '04			
162	Expense reports			PCA 111 - 183 FY 04			
163	Credit memo, ach logs, state vendor pmt			FY 05			
164	Cash receipts			11/7/03 - 12/18/03			
165	Cash receipts			12/19/03 - 1/30/04			
166	Batch invoices			Apr '05 - June '05			
175	PR corrections, PR batches, WF batches, Transmittals, check logs, misc.			FY 05			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. *Dena Gile 8/3/12*

I hereby certify that the records listed above were disposed of as indicated.

Alisha Jackson
Signature

Driver
Title

8/3/12
Date

DGS 550-2 (rev. 1/93)

Alisha Jackson

Office Clerk 1

8/3/12

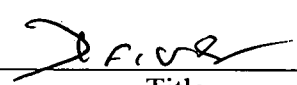
	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2294
Reporting Agency:		Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Maryland Port Administration		
Division or Unit: Finance Div.-Accts Receivable/Working Fund/Payroll		

CERTIFICATE OF RECORDS DISPOSAL Pg 9 of 9

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
167	Cash receipts			3/8/04 – 4/9/04			
168	Cash receipts			4/12/04 – 5/19/04			
169	Cash receipts			5/21/04 – 6/30/04			
170	Income allocation, income rec'd in advance, refunds, ach/wire, PR corrections			FY 04			
171	Cash receipts			2/2/04 – 3/5/04			
172	Misc. batches			FY 04			
173	Cash receipts			7/1/03 – 8/8/03			
174	Demurrage, credit memos, refunds			FY 04			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. *Lena Gee 8/3/12*

I hereby certify that the records listed above were disposed of as indicated.

DGS 550-2 (rev. 1/93)

Alisha Jackson

Office Clerk 1

8/3/12
Date

8/3/12